

FHCI - Instructions for Accessing the School – June 2020

Step 1: Book your entrance time

Each student may have 1 access time for the school.

Appointments are available on **Tuesday, June 9 – Friday, June 12 from noon – 4:00 p.m.**

Instructions

1. Go to the Forest Hill CI scheduling website at <https://fhci.parentinterview.com/>
2. Enter your 9-digit student number (Trillium Student Number) and click "Sign In"
3. Fill in your contact information and click "Continue to Make Appointments"
4. Click on the floor corresponding to your (or your child's) locker location
5. Click on "Available" for a time at which you wish to attend the school
6. Click on "My Schedule" (top left of the page)
7. Print out, email or copy down your appointment time

Step 2: Your Appointment

1. Please bring any school materials (textbooks, library books, English books, instruments, digital cameras, team uniforms etc.) that you have at home.
2. Print and complete the Textbook Return form for all Textbooks and English books.
Library books do not need to be included.
If more than 3 books are being returned, please print 2 copies of the form.
If you cannot print from home, some copies will be available at the school. If you are completing the form at school, please bring a pen/pencil with you. They will not be provided.
3. Students must wear a mask or face covering while at the school. Students are asked to please provide their own mask/face covering, although a very limited number will be available at the school.
4. Upon arrival, leave books in the appropriate bins at the front doors of the school and leave your Textbook Return Form as indicated.
5. Entry to the school will happen through the Auditorium side door. Students must observe social distancing rules while on school property. 6 foot markings will be on the ground at the entrance.
6. Students will be admitted, one at a time, after reviewing the protocol for their visit. Hand sanitizer will be available at the entrance.
7. Instruments or cameras are to be left in the Auditorium on the stage and students are asked to leave a note attached with their student name. Paper and tape will be provided.
8. There will be no water fountains available in the school and only one set of washrooms will be available for emergencies.
9. Students will have the opportunity to go to their locker to gather their belongings. Garbage and recycling bins will be available in the halls.
10. Students can drop off any school materials that were in their lockers.
11. Students will exit out the pool doors, towards the back parking lot.

If students are driving or being dropped off, all cars should use the side parking lot off of Mayfair Avenue. **Please do not use the front driveway for students entering the school.**